



Mentoring Programme for Women in Law Hong Kong
Mentor Application Form – 2021 Cycle

As part of Women in Law Hong Kong's commitment to enhancing the profiles, skills and networking opportunities of women in the legal field, we are delighted to introduce our Mentoring Programme.

The WILHK Mentoring Programme is designed to run from January to November 2021, and we are looking for Mentors who:

- have at least ten years of work experience (with substantial exposure in the legal field or to the challenges faced by legal professionals and legal service firms);
- are willing to commit to full participation in the WILHK Mentoring Programme;
- are dedicated to listening and providing advice/feedback to our Mentees; and
- have specific goals for their participation.

Please take the time to respond thoughtfully to the questions below. The deadline for submission is 15 January 2021.

Personal Details

Name:		
Contact details:	Work tel. no.:	
	Mobile no.:	
	Email:	
	Instant messages number / identification name (e.g. whatsapp, wechat)	
Employer and current job title:		
Area of practice / department and responsibilities:		

<p>Other organisations / committees that you participate in (please state your capacity/role):</p>	
<p>Description of your career so far.</p> <p>This information will be extracted in a “Class of 2021” booklet that will feature all the participants.</p>	
<p>Have you participated in a mentoring programme before? <i>Describe briefly.</i></p>	

Commitment

Please confirm the following:

- I will commit to a minimum of 3 one-on-one catch-ups with my mentee over the duration of the WILHK Mentoring Programme.
- I will commit to attending a minimum of 2 group mentoring events over the duration of the WILHK Mentoring Programme.

Mentee Preferences

What is your preferred method of communication? (Indicate top preferences from 1-3):

- Email
- Instant messages (e.g. WhatsApp, WeChat)
- Telephone
- Video conference (e.g. Zoom, Skype, FaceTime, etc.)
- In-person: in office
- In-person: lunch / coffee
- Other: _____

Please describe any additional preferences for a Mentee. Include, among other things, primary practice area focus, years of experience, language preferences, background, etc.

Mentor Goals for Programme / Mentoring Style

What do you hope to accomplish by participating in the WILHK Mentoring Programme? How would you benefit from being a Mentor?

Peer Circles

From time to time, we facilitate sessions run by our mentor participants on a particular topic in which they may be an expert or have a particular interest.

Would you be interested in running such a session and, if so, what topic would you be interested in presenting?

Other

We aim to incorporate skills training on topics of interest to mentors and mentees in the Programme, with high levels of engagement whether in person or virtually. Please indicate your top 3 topic preferences (1=most interest, 2=second choice, 3=third choice). Please also tick topics you could present or co-present on, or otherwise help co-organise with WILHK.

- Communication skills – Executive presence (Rank: _____)
- Communication skills – Giving and receiving feedback (Rank: _____)
- Communication skills – Engaging communication through storytelling (Rank: _____)
- Communication skills – Conflict management (Rank: _____)
- Communication skills – Handling difficult conversations (Rank: _____)
- Career progression – Goal setting (Rank: _____)

- Career progression – Personal and professional brand (Rank: _____)
- Career progression – Career mobility conversations (Rank: _____)
- Career progression – Stakeholders: mapping & management
- Career progression – Leveraging your professional network & effective networking (Rank: _____)
- Leadership & management – Team leadership & management
- Leadership & management – Project management & delegation (Rank: _____)
- Managing yourself – Resilience, managing stress (Rank: _____)
- Managing yourself – time management, multi-tasking, optimizing your productivity (Rank: _____)
- Others (please state: _____) (Rank: _____)

Are there any particular social events, activities or networking exercises that you would like to be included in the WILHK Mentoring Programme?

Please describe any additional criteria that you feel would be important for us to consider in reviewing your application.